

INCENTIVE JOB DESCRIPTION 11/18

POSITION: EMS QUALITY ASSURANCE OFFICER (LIMITED TO 6)
DEPARTMENT: FIRE DEPARTMENT
DIVISION: FIRE / AMBULANCE

JOB OVERVIEW

Under the supervision of the Deputy Chief, the primary responsibility of the EMS Shift Quality Assurance Officer is to read and evaluate EMS reports from their respective shifts to ensure all necessary aspects of the report are adequately recorded. The incentive will run each calendar year from January thru December.

INCENTIVE

The incentive will be \$0.21 per hour added to base pay for shift personnel (56 hour).

QUALIFICATIONS

Must be a Clovis Fire Department employee certified as a Paramedic or Intermediate with considerable experience in emergency medical services and be willing and energetic to work with shift personnel, the EMS Director, and the Battalion Chief on EMS quality assurance issues.

DUTIES AND RESPONSIBILITIES

- Have considerable knowledge of EMS systems and techniques.
- Assist the EMS Director to upgrade emergency medical procedures and practices through the quality assurance process.
- Assist the EMS Director with writing protocols, drug policies, standing orders and related projects.
- Serve on the Quality Assurance Committee and attend quarterly meetings to review EMS reports for information to determine training needs and improve the quality assurance process.
- Assist the EMS Director in recommending corrective action to the Battalion Chief regarding the shift's EMS needs.